



USER MANUAL

QUEST 3+ System

Module: **COSMETIC NOTIFICATION**
(Front-End)

Document No. : Q3+/User Manual/M7/1

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INTRODUCTION

This user manual will serve to guide the applicants from the industry to conduct transactions in QUEST 3+ for:


1. Application / Registration / Renewal / Withdrawal / Changes for Cosmetic Notification Products / Variances
2. Application / Registration New Certificate Of Free Sale
3. Application / Registration New Market Sampling Registered/Unregistered User
4. Application / Registration New In House Evaluation Registered/Unregistered Use

Pre-requisite:

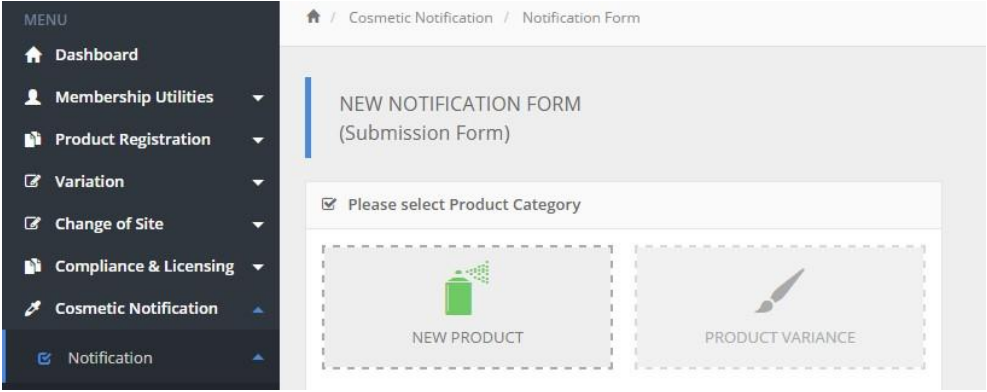
The application / registration process by the applicants will be conducted completely online including payments. The following are the pre-requisites before conducting the transactions in QUEST 3+:

1. Internet Ready PC
2. Broadband Internet connection
3. Internet Explorer 9.0 and above
4. Valid Digital Certificate (USB Token) – To be purchased online during Membership Application
5. Scanner
6. PDF Reader/Writer Software
7. Photo editor to edit (crop, resize or other editing functions) your attachments in jpg format
8. Valid email account for correspondences and system notifications
9. Online banking account (Personal or Business) or credit card to conduct payment transactions via FPX (Financial Process Exchange). FPX is a payment channel that allows you to make payment via online real-time through your current or savings account. All you need is an Internet banking account with any of FPX participating banks.

QUEST3+ Front-end login

#	SCREENSHOTS / EXPLANATION
1	Login
FG1	
EX1	<p>Explanation: To access the Quest 3+ system, user need to use the URL as below: https://quest3plus.bpfk.gov.my/front-end Figure 1 as the above will appear and the user will need to enter the following information:</p> <ol style="list-style-type: none"> 1. User ID: Enter IC No. 2. Password: Enter Password. 3. Click Login 4. Enter Password of company dongle when popup confirmation appeared.

1.0 NOTIFICATION

#	SCREENSHOTS / EXPLANATION
1.1	APPLICATION FORM
FG 2	
EX	<p>Explanation: Click Cosmetic Notification > Notification Form</p> <ol style="list-style-type: none"> User may choose "New Product" for new registration or "Product Variance" for new product variance as state in Figure 2

[Home](#) / [Cosmetic Notification](#) / [Notification Form](#) / [New Product](#)

NEW NOTIFICATION FORM

(Notification Form For New Product)

Section A - B

Section A : COMPANY DETAILS

Particular of cosmetic notification holder

Business Reg. No.	888000
Company Name	PERSADA DIGITAL
Company Address	BLOK B-2, JLN TEKNOLOGI 54100 KOTA DAMANSARA SELANGOR MALAYSIA
Telephone No.	0361418151
Fax No.	0361418010

Particulars of person representing the local company

Person Name	Muhamad Hazree
MyKad No. / Passport No.	111111111111
Designation	Manager
Mobile No.	123
Email Address	hazree@outlook.com

Section B : PARTICULARS OF PRODUCT

i Please complete all items below and proceed accordingly.

Product Name *
(Product name shall include trade mark/brand name together with an invented name. Eg: ABC Whitening Cream)

Product Type *
Skin whitening products/Skin brightening products

Product Presentation * **Intended Use ***

Single Product

Next

FG

Section A - B
Section C - F
Section G - H
Section I

Section C : PARTICULARS OF MANUFACTURER(S) / ASSEMBLER(S)

Manufacturer
A manufacturer is a company which is engaged in any process carried out in the course of making the cosmetic products. The manufacturing process includes all operations of purchase of starting materials, bulk intermediates and products, formulating and production (such as grinding, mixing, encapsulation and/or packaging), quality control, release storage and distribution of cosmetic products and the related controls.

Primary Assembler
A primary assembler is a company which is engaged only in a process of enclosing the production a primary/immediate container which is labelled or to be labelled before the product is sold or supplied in it.

Secondary Assembler
A secondary assembler is a company which is engaged only in process of labelling the product container where the product is already enclosed in its primary container and/or packaging the product which is ready enclosed onto a carton which is labelled or to be labelled before the product is sold or supplied.

Manufacturer(s) Information

Manufacturer Type Local Manufacturer Foreign Manufacturer

Local Manufacturer Name *

Company Name	Company Address	Action
-- No Record --		

Assembler(s) Information

Assembler Type Local Primary Assembler (LPA) Local Secondary Assembler (LSA)
 Foreign Primary Assembler (FPA) Foreign Secondary Assembler (FSA)

Local Primary Assembler Name (if any)

Company Name	Company Address	Type	Action
-- No Record --			

Section D : PARTICULARS OF IMPORTERS - Fields is compulsory for imported product only

Name of Importer (if any)

⚠ If importer name is not listed, please click 'NOT LISTED' button to register new importer.

Company Name	Company Address	Action
-- No Record --		

Section E : PARTICULARS OF DISTRIBUTOR

Name of Distributor (if any)

⚠ If distributor name is not listed, please click 'NOT LISTED' button to register new distributor.

Company Name	Company Address	Action
-- No Record --		

Section F : PRODUCT INGREDIENT

i Please click on the following boxes to proceed.

I have examined the latest revisions of the Annexes II to VII of the Cosmetic Ingredient as published in the latest amendment of the Guidelines for Control of Cosmetic Products in Malaysia and confirmed that the product in this notification does not contain any prohibited substances and is in compliance with the restrictions and conditions stipulated in the Annexes.

I undertake to respond to and cooperate fully with the regulatory authority with regard to any subsequent post-marketing activity initiated by the authority. To submit full ingredient list. Percentages of restricted ingredients (ingredients listed in Annex III to VII) must be declared. The ingredients shall be specified using the nomenclature from the latest edition of standard references as in Appendix A of Annex 1 Part 7.

i To submit full ingredient list. Percentages of restricted ingredients (ingredients listed in Annex III to VII) must be declared. The ingredients shall be specified using the nomenclature from the latest edition of standard references as in Appendix A of Annex 1 Part 7.

Name of Substance *

-- Click here to search --

Percent (%)

Example 10

Add

Not Listed

Substance Name	Percent (%)	Action
-- No Record --		

Previous

Next

Section A - B

Section C - F

Section G - H

Section I

Section G : PRODUCT LABEL

Upload Immediate Label *

- File type *.jpg or *.pdf only. File size must not exceed 2 MB

Upload File

Upload Outer Label (if any)

- File type *.jpg or *.pdf only. File size must not exceed 2 MB

Upload File

Upload Leaflet Label (if any)

- File type *.jpg or *.pdf only. File size must not exceed 2 MB

Upload File

Section H : LETTER OF AUTHORISATION

Letter of Authorisation/Declaration *

- File type *.jpg or *.pdf only. File size must not exceed 2 MB

Upload File

Letter of Contract Manufacturing Appointment and Acceptance (if any)

- File type *.jpg or *.pdf only. File size must not exceed 2 MB

Upload File

Previous

Next

	Section A - B	Section C - F	Section G - H	Section I
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Section I : DECLARATION & SUBMISSION

1. I hereby declare on behalf of my company that the product in the notification meets all the requirement of the Guidelines for Control of Cosmetic Products in Malaysia, its Annexes and Appendices, which have been transposed into local legislation.

2. I undertake to :

1. Ensure that the products technical and safety information is made readily available to the regulatory authority concerned ("the Authority") and to keep records of the distribution of the products for product recall purposes;
2. Notify the Authority of fatal or life threatening serious adverse event (1) as soon as possible by telephone, facsimile transmission, email or in writing, and in any case, no later than 7 calendar days after first knowledge;
3. Complete the Adverse Cosmetic Event Report Form (2) within 8 calendar days from the date of my notification to the Authority in para 2(2) above, and to provide any other information as may be requested by the Authority;
4. Report to the Authority of all other serious adverse events that are not fatal or life threatening as soon as possible as possible ,and in any case, no later than 15 calendar days after first knowledge, using the Adverse Cosmetic Event Report Form;
5. Notify the Authority of any change in the particulars submitted in this notification;
6. Ensure that if and when directed by the Authority I will recall the product from the market, and discontinue selling or supplying the product;

3. I declare that the particulars given in this notification are true, all data, and information of relevance in relation to the notification have been supplied and that the documents enclosed are authentic or true copies;

4. I understand that I shall be responsible for ensuring that each consignment of my product continues to meet all the legal requirements, and conforms to all standards and specifications of the product that I have declared to the Authority;

5. I understand that I cannot place reliance on the acceptance of my product notification by the Authority in any legal proceedings concerning my product, in the event that my product has failed to conform to any of the standards or specifications that I had previously declared to the Authority;

- As defined in the Guide Manual for the Industry on Adverse Event Reporting of Cosmetics Products.
- Set out in Appendix 1 to the Guide Manual of the Industry on Adverse Event Reporting of Cosmetics Products.

i Click **SUBMIT** once you have completed the notification form and ready for submission.

- Incomplete form will be saved in **Saved Forms**.
- Completed submission pending for payment will be saved in **Payment**.

I have read and agree to the above declaration.

Previous

Submit

i **Submission of Notification**


✓ Your transaction is successfully submitted.
✕


Thank you for using QUEST 3+ Application Service


Your reference no is :

2016070005329-P

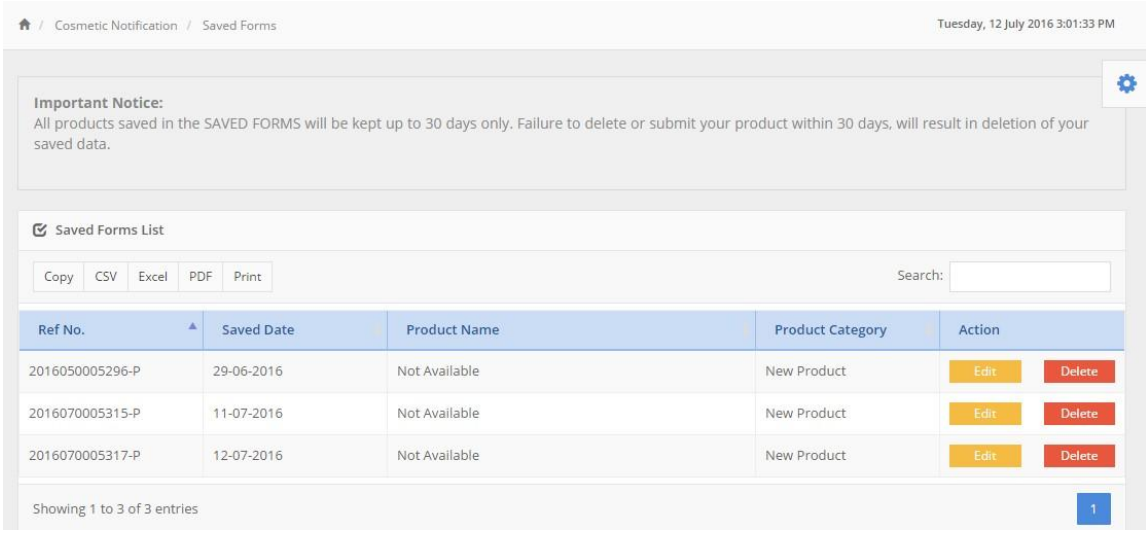
To make immediate payment, please select payment method below. If you want to **PAY LATER** or to make a bulk payment, please proceed to **Payment menu**

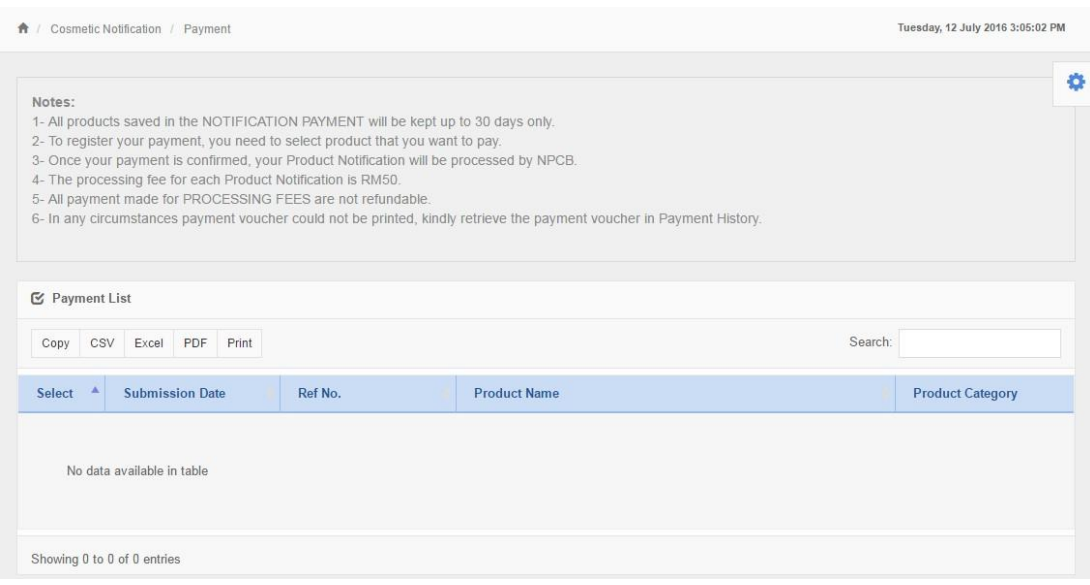

 VIA PERSONAL ACCOUNT


 VIA CORPORATE ACCOUNT

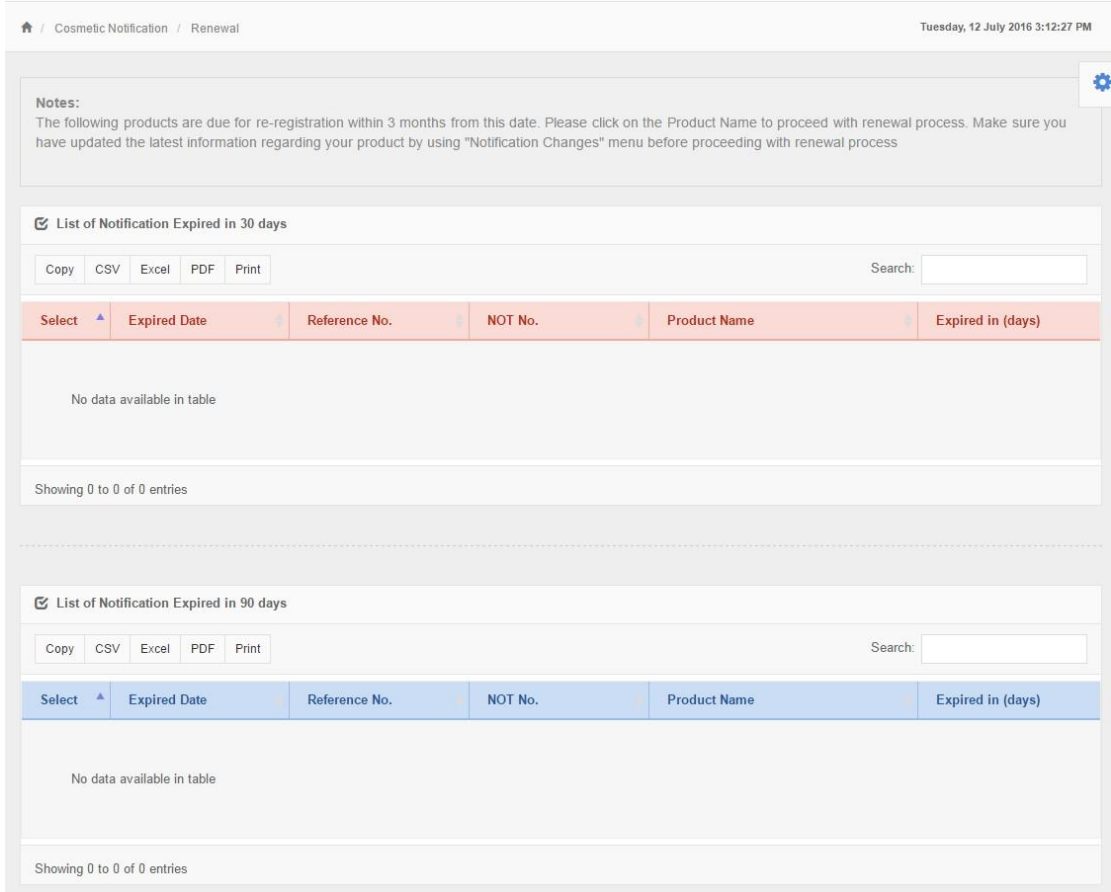

 VIA CREDIT CARD

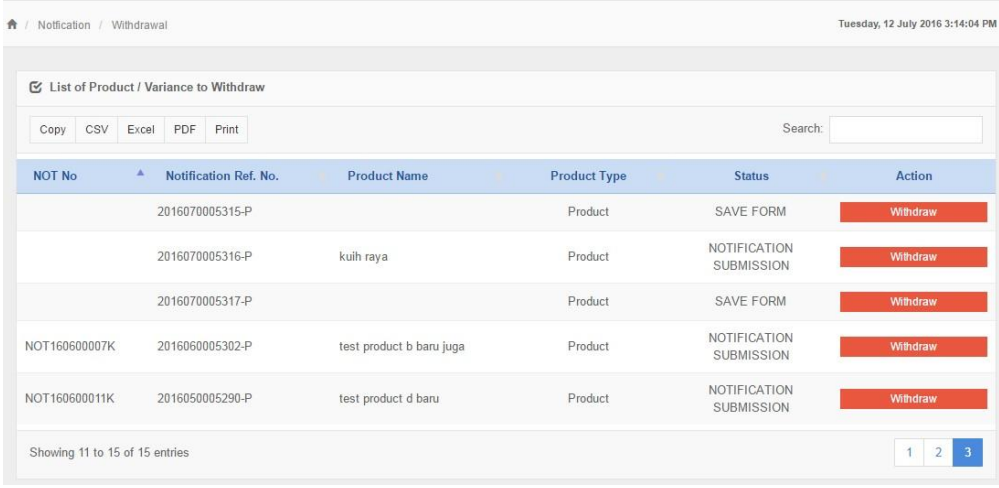
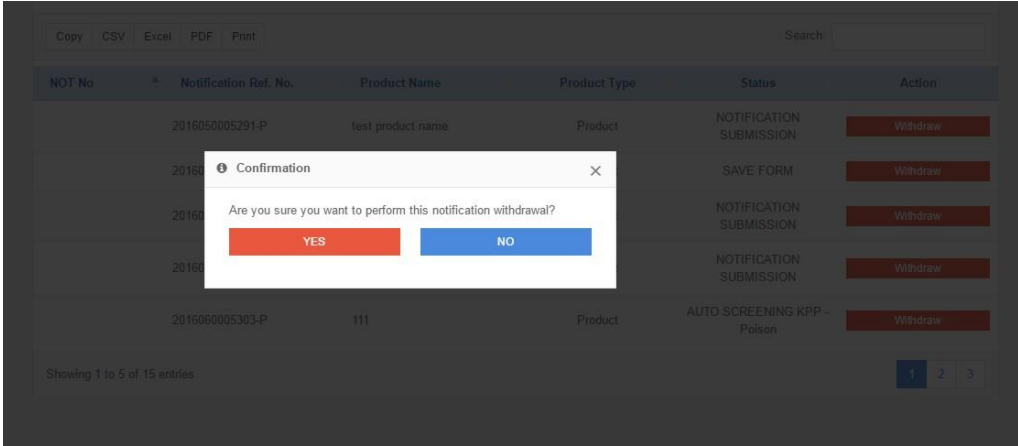
EX	<p>Explanation</p> <p>1. Users must fill out the Notification form in which the fields marked * are mandatory. Details are as follows</p> <ul style="list-style-type: none"> - SECTION B: Product name is mandatory field - SECTION B: Intended Use is mandatory field - SECTION F: Checkbox 1 is mandatory field - SECTION F: Checkbox 2 is mandatory field - SECTION I: Checkbox 1 is mandatory field - SECTION C: Please add at least one manufacturer - SECTION F: Please add at least one substance - SECTION G: Upload Immediate Label is mandatory field - SECTION H: Letter of Authorization/Declaration is mandatory field <p>2. User need to make a payment for complete their product registration. If user choose to pay after registration, user can choose between 3 type of payment as above figure. Otherwise user just click on "Payment Menu" for pay later.</p>
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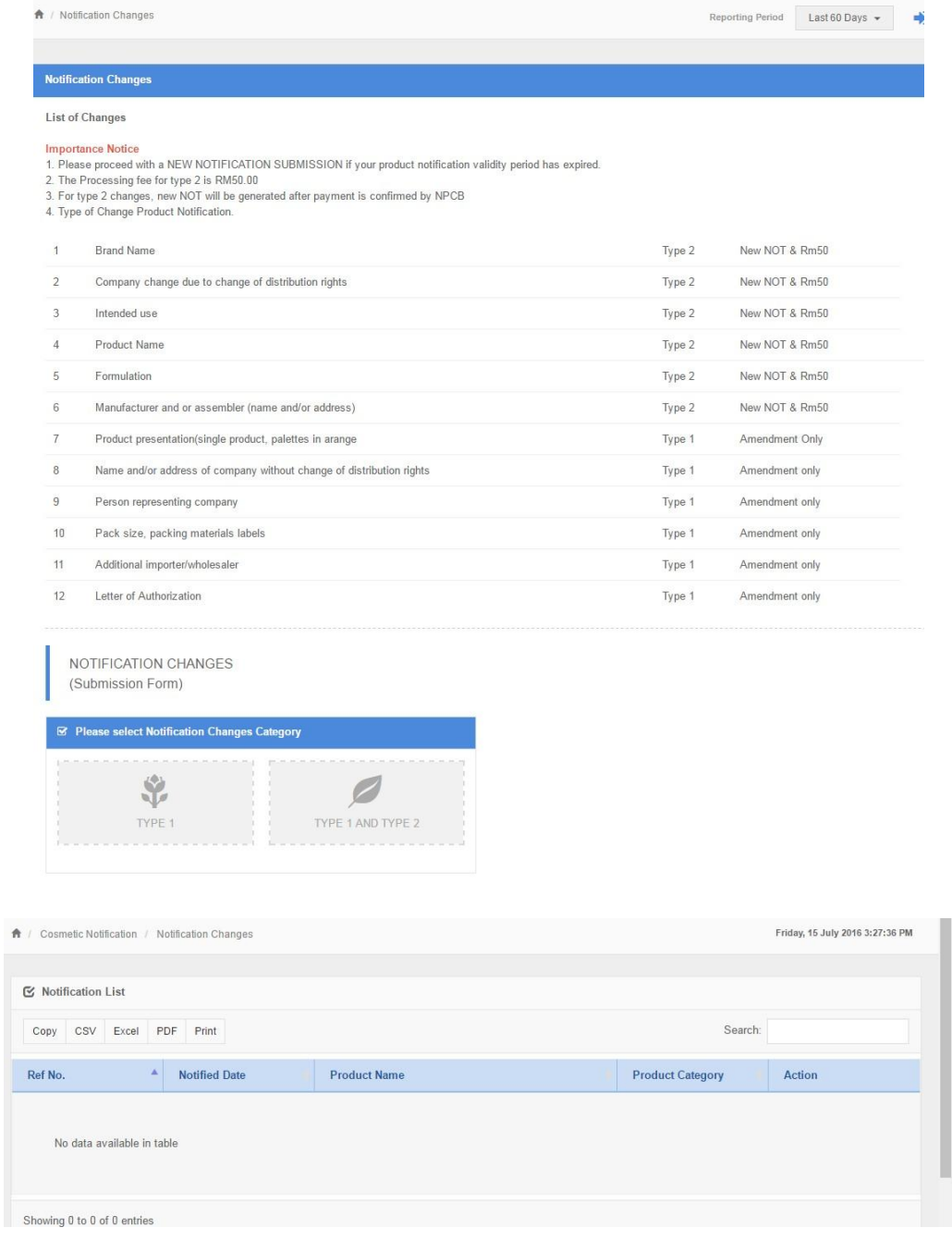
#	SCREENSHOTS / EXPLANATION																				
1.2	SAVED FORM																				
FG 7	 <p>Important Notice: All products saved in the SAVED FORMS will be kept up to 30 days only. Failure to delete or submit your product within 30 days, will result in deletion of your saved data.</p> <p>Saved Forms List</p> <table border="1"> <thead> <tr> <th>Ref No.</th> <th>Saved Date</th> <th>Product Name</th> <th>Product Category</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2016050005296-P</td> <td>29-06-2016</td> <td>Not Available</td> <td>New Product</td> <td>Edit Delete</td> </tr> <tr> <td>2016070005315-P</td> <td>11-07-2016</td> <td>Not Available</td> <td>New Product</td> <td>Edit Delete</td> </tr> <tr> <td>2016070005317-P</td> <td>12-07-2016</td> <td>Not Available</td> <td>New Product</td> <td>Edit Delete</td> </tr> </tbody> </table> <p>Showing 1 to 3 of 3 entries</p>	Ref No.	Saved Date	Product Name	Product Category	Action	2016050005296-P	29-06-2016	Not Available	New Product	Edit Delete	2016070005315-P	11-07-2016	Not Available	New Product	Edit Delete	2016070005317-P	12-07-2016	Not Available	New Product	Edit Delete
Ref No.	Saved Date	Product Name	Product Category	Action																	
2016050005296-P	29-06-2016	Not Available	New Product	Edit Delete																	
2016070005315-P	11-07-2016	Not Available	New Product	Edit Delete																	
2016070005317-P	12-07-2016	Not Available	New Product	Edit Delete																	
EX	<p>Explanation:</p> <p>Click Cosmetic Notification > Saved Forms</p> <p>1. All incomplete registration of product or variance will be listed in Saved Forms.</p> <p>2. User can continue fill up form due to incomplete registration before submission.</p>																				

#	SCREENSHOTS / EXPLANATION
1.3	PAYMENT
FG 7	
EX7	<p>Explanation: Click Cosmetic Notification > Payment</p> <p>All pending payment will be listed on this pages .User can proceed to pay all pending product by tick on select field and click "Next" button.</p>

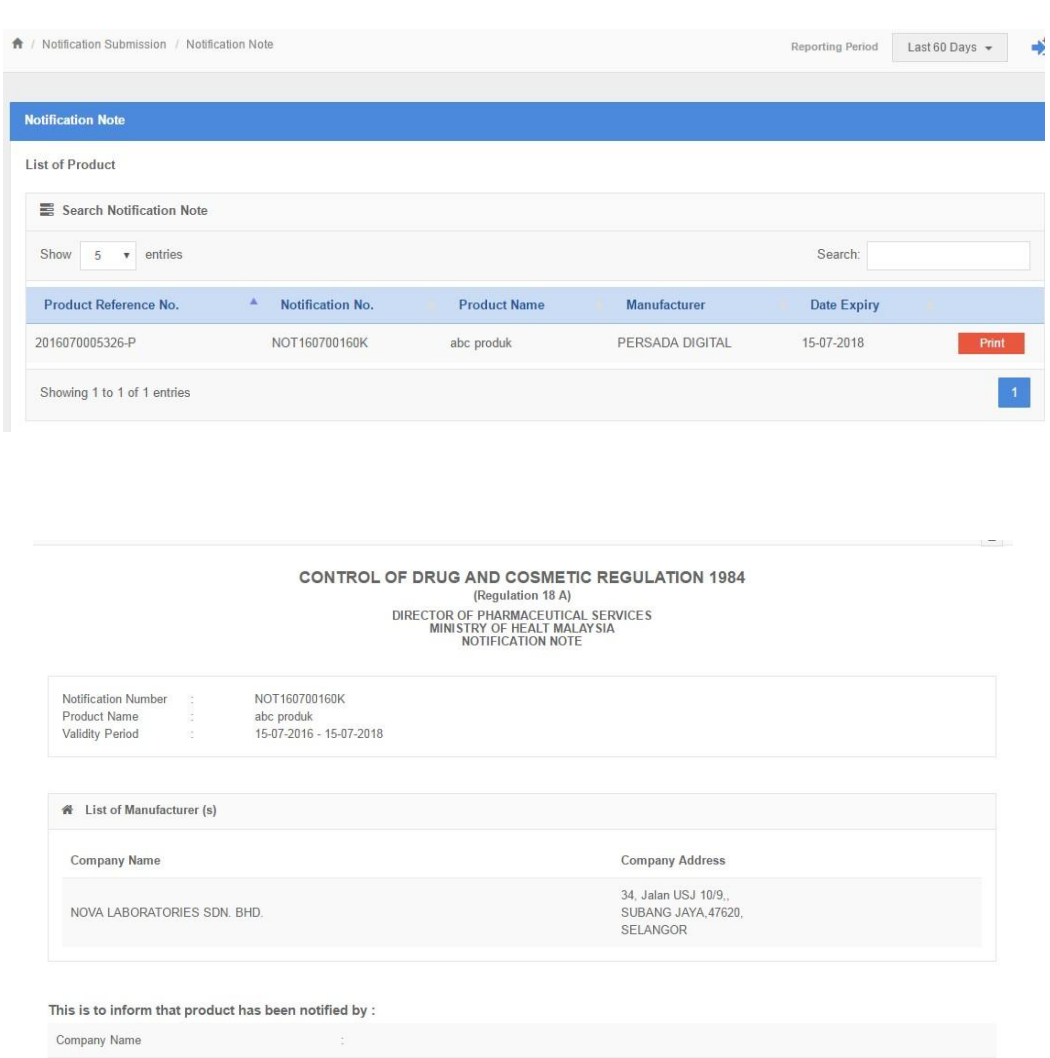
#	SCREENSHOTS / EXPLANATION																
1.4	CORRESPONDENCE																
FG 7	<div data-bbox="255 443 1396 851"> <p>Important Notice: All products saved in the CORRESPONDANCE will be kept up to 30 days only. Failure to submit your product within 30 days, will result in deletion of your saved data.</p> <p><input checked="" type="checkbox"/> Correspondence List</p> <p>Copy CSV Excel PDF Print Search: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Correspondence No.</th> <th>Notification Ref. No.</th> <th>Product Name</th> <th>Correspondance Date</th> <th>Aging</th> </tr> </thead> <tbody> <tr> <td>COR16070005-P</td> <td>2016070005315-P</td> <td>persada cream</td> <td>15-07-2016</td> <td>0</td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries 1</p> </div> <ul style="list-style-type: none"> - All correspondence will be in this page. - Click on correspondence number to view correspondence form. <div data-bbox="263 974 1388 1377"> <p style="text-align: right;">Section A - B Section C - F Section G - H Section I</p> <p>SECTION I : CORRESPONDENCE</p> <table border="1"> <thead> <tr> <th>Correspondance Ref No.</th> <th>Remark</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>COR16070005-P</td> <td>please upload LOA and supporting document</td> <td>2016-07-15 15:03:22</td> </tr> </tbody> </table> <p>Reply to Officer</p> <p><input type="text" value="remark here"/></p> <p><input type="button" value="Submit"/></p> </div> <ul style="list-style-type: none"> - User need to respond to all correspondence that sent by PP within 30 Days otherwise the product submission will be cancel automatically in the system. 	Correspondence No.	Notification Ref. No.	Product Name	Correspondance Date	Aging	COR16070005-P	2016070005315-P	persada cream	15-07-2016	0	Correspondance Ref No.	Remark	Date	COR16070005-P	please upload LOA and supporting document	2016-07-15 15:03:22
Correspondence No.	Notification Ref. No.	Product Name	Correspondance Date	Aging													
COR16070005-P	2016070005315-P	persada cream	15-07-2016	0													
Correspondance Ref No.	Remark	Date															
COR16070005-P	please upload LOA and supporting document	2016-07-15 15:03:22															

#	SCREENSHOTS / EXPLANATION
1.5	RENEWAL
FG 7	
EX7	<p>Explanation: Click Cosmetic Notification > Renewal</p> <ol style="list-style-type: none"> 1. User may refer ageing of the product that within 30 days to 90days in this List Notification Expiry. 2. User can choose by Tick on the list product for renewal product and proceed to the payment by click on "Next" button.

#	SCREENSHOTS / EXPLANATION
1.6	WITHDRAWAL
FG7	 
EX7	<p>Explanation: Click Notification > Withdrawal</p> <ol style="list-style-type: none"> 1. User may refer to the List of Product before withdraw any product listed. 2. If user confirm to Withdraw the product, user need to click "YES" to proceed.

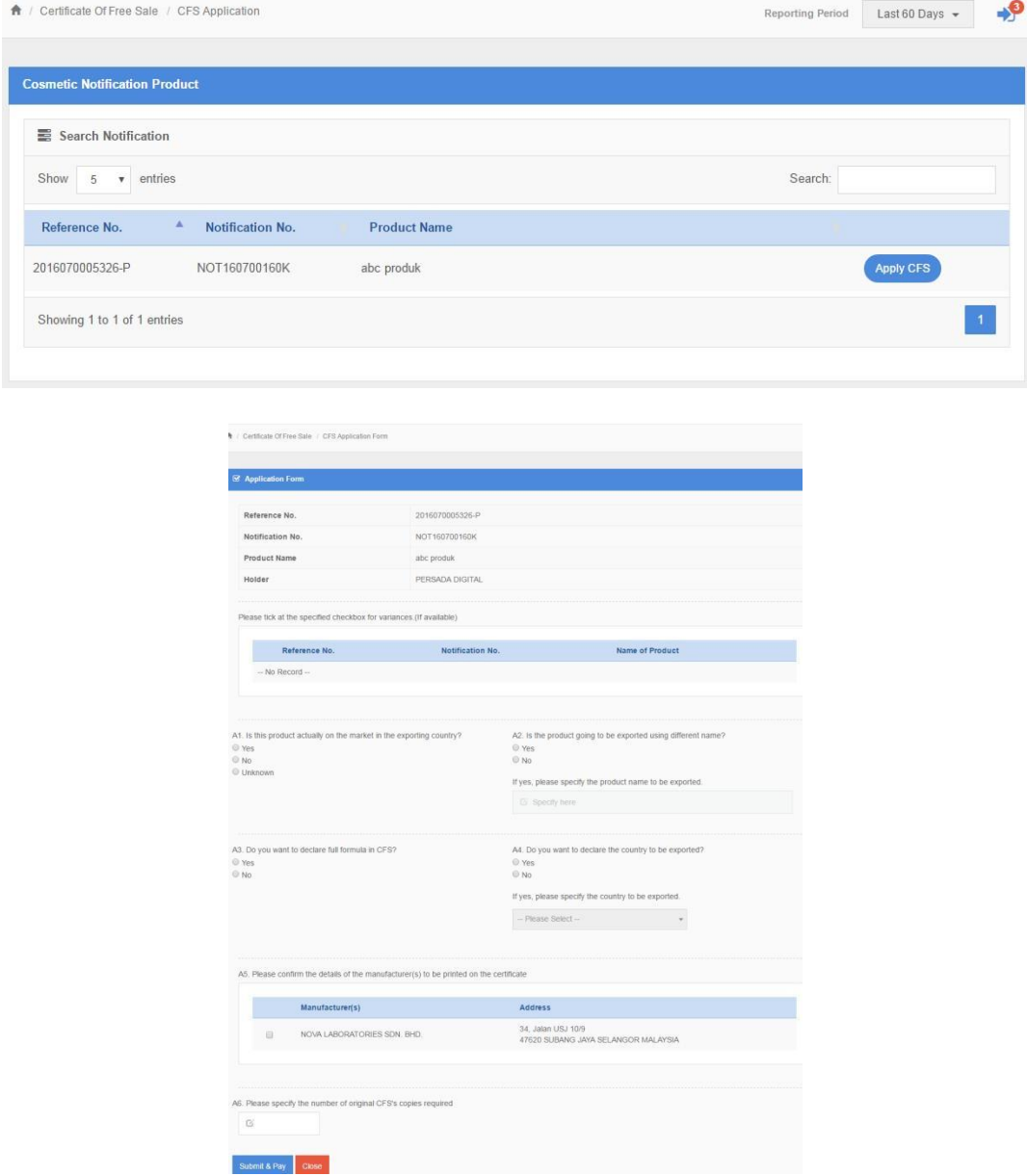
#	SCREENSHOTS / EXPLANATION																																																				
1.7	NOTIFICATION CHANGES																																																				
FG	 <p>The screenshot displays the 'Notification Changes' interface. At the top, there is a breadcrumb trail and a 'Reporting Period' dropdown set to 'Last 60 Days'. Below this is a blue header bar with the title 'Notification Changes'. The main content area is titled 'List of Changes' and includes an 'Importance Notice' with four points: 1. Proceed with a NEW NOTIFICATION SUBMISSION if the validity period has expired. 2. Processing fee for type 2 is RM50.00. 3. For type 2 changes, a new NOT will be generated after payment is confirmed by NPCB. 4. Type of Change Product Notification.</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Change Description</th> <th>Type</th> <th>Fee/Requirement</th> </tr> </thead> <tbody> <tr><td>1</td><td>Brand Name</td><td>Type 2</td><td>New NOT & Rm50</td></tr> <tr><td>2</td><td>Company change due to change of distribution rights</td><td>Type 2</td><td>New NOT & Rm50</td></tr> <tr><td>3</td><td>Intended use</td><td>Type 2</td><td>New NOT & Rm50</td></tr> <tr><td>4</td><td>Product Name</td><td>Type 2</td><td>New NOT & Rm50</td></tr> <tr><td>5</td><td>Formulation</td><td>Type 2</td><td>New NOT & Rm50</td></tr> <tr><td>6</td><td>Manufacturer and or assembler (name and/or address)</td><td>Type 2</td><td>New NOT & Rm50</td></tr> <tr><td>7</td><td>Product presentation(single product, palettes in arange)</td><td>Type 1</td><td>Amendment Only</td></tr> <tr><td>8</td><td>Name and/or address of company without change of distribution rights</td><td>Type 1</td><td>Amendment only</td></tr> <tr><td>9</td><td>Person representing company</td><td>Type 1</td><td>Amendment only</td></tr> <tr><td>10</td><td>Pack size, packing materials labels</td><td>Type 1</td><td>Amendment only</td></tr> <tr><td>11</td><td>Additional importer/wholesaler</td><td>Type 1</td><td>Amendment only</td></tr> <tr><td>12</td><td>Letter of Authorization</td><td>Type 1</td><td>Amendment only</td></tr> </tbody> </table> <p>Below the list is a section for 'NOTIFICATION CHANGES (Submission Form)'. It features a blue header with the text 'Please select Notification Changes Category'. Two options are shown: 'TYPE 1' (with a plant icon) and 'TYPE 1 AND TYPE 2' (with a leaf icon).</p> <p>The bottom part of the screenshot shows a 'Notification List' table. The table has columns for 'Ref No.', 'Notified Date', 'Product Name', 'Product Category', and 'Action'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Above the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print', along with a search bar.</p>	Item No.	Change Description	Type	Fee/Requirement	1	Brand Name	Type 2	New NOT & Rm50	2	Company change due to change of distribution rights	Type 2	New NOT & Rm50	3	Intended use	Type 2	New NOT & Rm50	4	Product Name	Type 2	New NOT & Rm50	5	Formulation	Type 2	New NOT & Rm50	6	Manufacturer and or assembler (name and/or address)	Type 2	New NOT & Rm50	7	Product presentation(single product, palettes in arange)	Type 1	Amendment Only	8	Name and/or address of company without change of distribution rights	Type 1	Amendment only	9	Person representing company	Type 1	Amendment only	10	Pack size, packing materials labels	Type 1	Amendment only	11	Additional importer/wholesaler	Type 1	Amendment only	12	Letter of Authorization	Type 1	Amendment only
Item No.	Change Description	Type	Fee/Requirement																																																		
1	Brand Name	Type 2	New NOT & Rm50																																																		
2	Company change due to change of distribution rights	Type 2	New NOT & Rm50																																																		
3	Intended use	Type 2	New NOT & Rm50																																																		
4	Product Name	Type 2	New NOT & Rm50																																																		
5	Formulation	Type 2	New NOT & Rm50																																																		
6	Manufacturer and or assembler (name and/or address)	Type 2	New NOT & Rm50																																																		
7	Product presentation(single product, palettes in arange)	Type 1	Amendment Only																																																		
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9	Person representing company	Type 1	Amendment only																																																		
10	Pack size, packing materials labels	Type 1	Amendment only																																																		
11	Additional importer/wholesaler	Type 1	Amendment only																																																		
12	Letter of Authorization	Type 1	Amendment only																																																		
EX7	<p>Explanation: Click Notification > Notification Changes</p> <ol style="list-style-type: none"> 1. User may amend their notified product by choose Notification Changes Category. 2. User need to get update status of their product after done with the changes until the product is notified. 																																																				

	<p>TYPE 1 (WITHOUT PAYMENT)</p> <ul style="list-style-type: none"> - Product presentation(single product, palettes in arrange - Name and/or address of company without change of distribution rights - Person representing company - Pack size, packing materials labels - Additional importer/wholesaler - Letter of Authorization <p>TYPE 2 (RM50)</p> <ul style="list-style-type: none"> - Brand Name - Company change due to change of distribution rights - Intended use - Product Name - Formulation - Manufacturer and or assembler (name and/or address)
--	--

#	SCREENSHOTS / EXPLANATION
1.8	NOTIFICATION NOTE
FG	 <p>The screenshot displays the 'Notification Note' section of a web application. At the top, there is a breadcrumb trail: 'Notification Submission / Notification Note'. A 'Reporting Period' dropdown is set to 'Last 60 Days'. Below this is a blue header for 'Notification Note' and a 'List of Product' section. A search bar is present with '5 entries' shown. A table lists one product with columns: Product Reference No., Notification No., Product Name, Manufacturer, and Date Expiry. Below the table, it says 'Showing 1 to 1 of 1 entries'. The main content area shows a 'CONTROL OF DRUG AND COSMETIC REGULATION 1984' notification form with fields for Notification Number, Product Name, and Validity Period. A 'List of Manufacturer (s)' section shows 'NOVA LABORATORIES SDN. BHD.' with its address. At the bottom, there is a field for 'This is to inform that product has been notified by:' with a 'Company Name' input field.</p>

EX7	Explanation: Click Notification > Notification Note <ol style="list-style-type: none">1. All notified product will appear in this Notification Note.2. User can print their notification note by clicking "PRINT".
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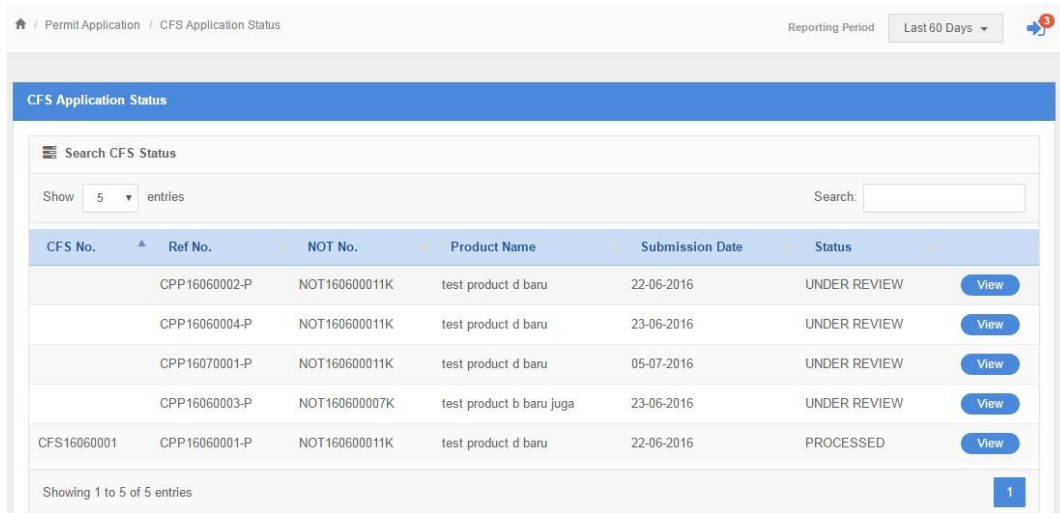
2.0 CERTIFICATE OF FREE SALE

#	SCREENSHOTS / EXPLANATION
2.1	APPLICATION
FG	 <p>The screenshot displays the 'Certificate Of Free Sale / CFS Application' interface. It features a search bar for 'Cosmetic Notification Product' with a dropdown menu set to '5 entries'. Below the search bar is a table with columns for Reference No., Notification No., and Product Name. A single entry is shown: Reference No. 2016070005326-P, Notification No. NOT160700160K, and Product Name abc produk. An 'Apply CFS' button is visible next to the entry. Below the table, there is a section for 'Application Form' with fields for Reference No., Notification No., Product Name, and Holder. It also includes a section for 'Please tick at the specified checkbox for variances (if available)' with a table for Reference No., Notification No., and Name of Product. The form contains several questions (A1-A5) with radio button options and a dropdown menu. At the bottom, there is a 'Submit & Pay' button and a 'Close' button.</p>
EX	<p>Explanation: Click Certificate of Free Sale > Application</p> <ol style="list-style-type: none"> User can apply for certificate of free sale on notified product only. After user click “Apply CFS”, user need to fill-up CFS Application Form as stated in figure above before proceed to the payment.

SCREENSHOTS / EXPLANATION

2.2 STATUS

FG



The screenshot displays the 'CFS Application Status' page. At the top, there is a breadcrumb trail: 'Permit Application / CFS Application Status'. To the right, there is a 'Reporting Period' dropdown set to 'Last 60 Days' and a notification icon with the number '3'. Below this is a blue header bar with the text 'CFS Application Status'. Underneath is a search bar labeled 'Search CFS Status' with a search input field. Below the search bar, it says 'Show 5 entries' and 'Search:'. The main content is a table with the following columns: CFS No., Ref No., NOT No., Product Name, Submission Date, Status, and a 'View' button. The table contains five rows of data. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and a page number '1'.

CFS No.	Ref No.	NOT No.	Product Name	Submission Date	Status	View
	CPP16060002-P	NOT160600011K	test product d baru	22-06-2016	UNDER REVIEW	View
	CPP16060004-P	NOT160600011K	test product d baru	23-06-2016	UNDER REVIEW	View
	CPP16070001-P	NOT160600011K	test product d baru	05-07-2016	UNDER REVIEW	View
	CPP16060003-P	NOT160600007K	test product b baru juga	23-06-2016	UNDER REVIEW	View
CFS16060001	CPP16060001-P	NOT160600011K	test product d baru	22-06-2016	PROCESSED	View

Home / Certificate Of Free Sale / CFS Application Details

CFS Application Details

Reference No.	CPP16060002-P
CFS No.	
Notification No.	NOT160600011K
Product Name	test product d baru
Notification Holder	PERSADA DIGITAL
Status	SUBMITTED - PAID
Rejected Date	23-06-2016
Remarks	

A1. Is this product actually on the market in the exporting country?

A2. Is the product going to be exported using different name?

If yes, please specify the product name to be exported.

A3. Do you want to declare full formula in CFS? [View Formula](#)

A4. Do you want to declare the country to be exported?

If yes, please specify the country to be exported.

Please specify the number of original CFS's copies required

Please confirm the details of the manufacturer(s) to be printed on the certificate

Manufacturer(s)	Address
ACE HEALTH PRODUCTS SDN. BHD.	1, JALAN P2/16, SEKSYEN 2 BANDAR TEKNOLOGI KAJANG 43500 HULU LANGAT SELANGOR MALAYSIA
AF MANUFACTURING SERVICES SDN BHD	NO. 18, JALAN BP4, BANDAR BUKIT PUCHONG, 47120 PUCHONG SELANGOR MALAYSIA

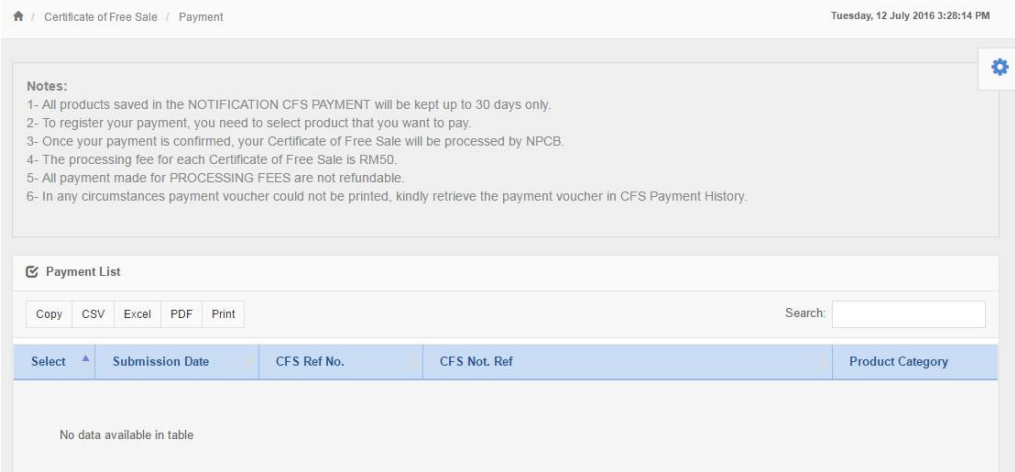
List Of Product Variance

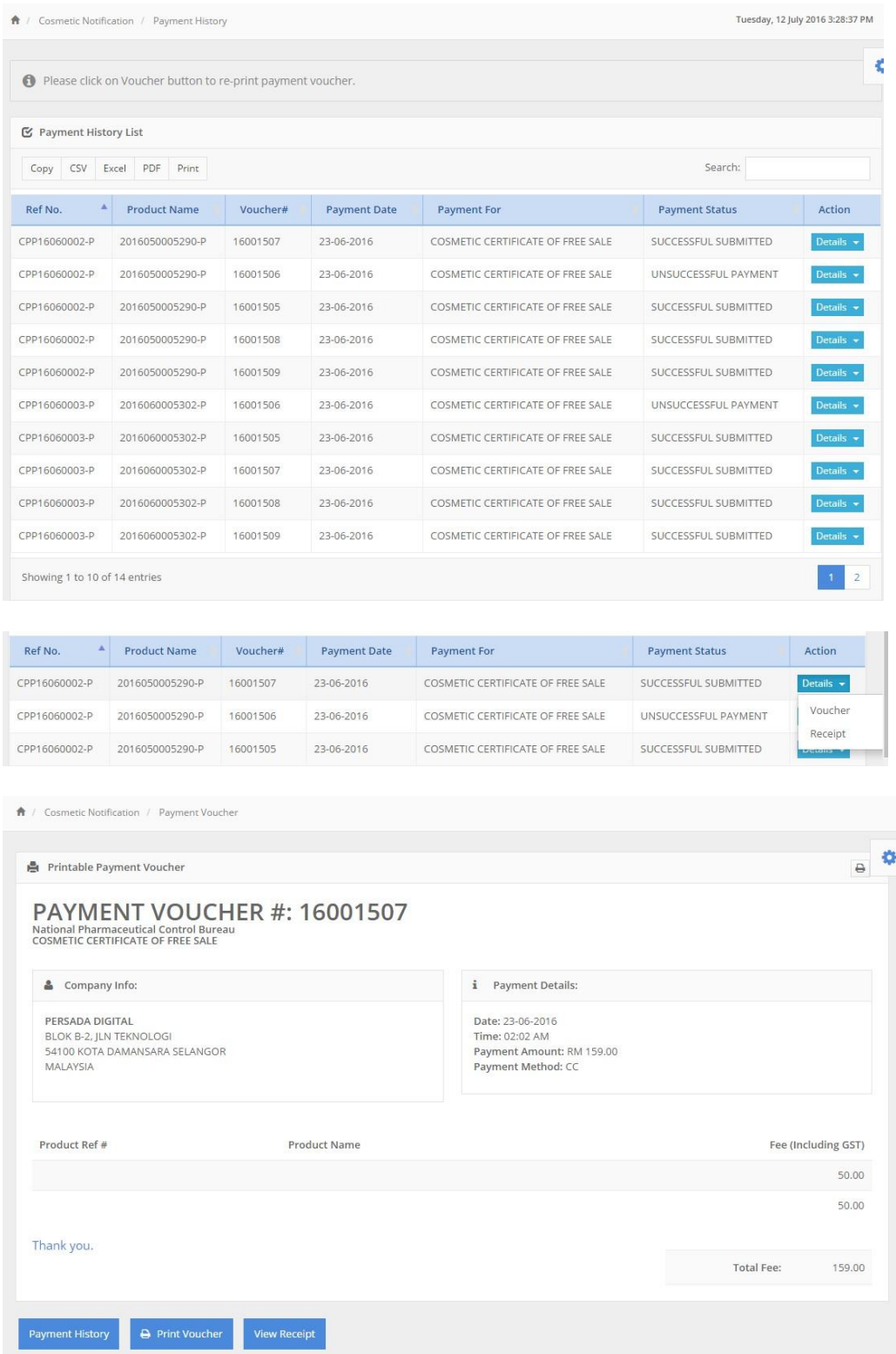
Product Ref. No.	Product Notification No.	Product Name	Formulation


[Close](#)

EX **Explanation:**
Click Certificate of Free Sale > **Status**

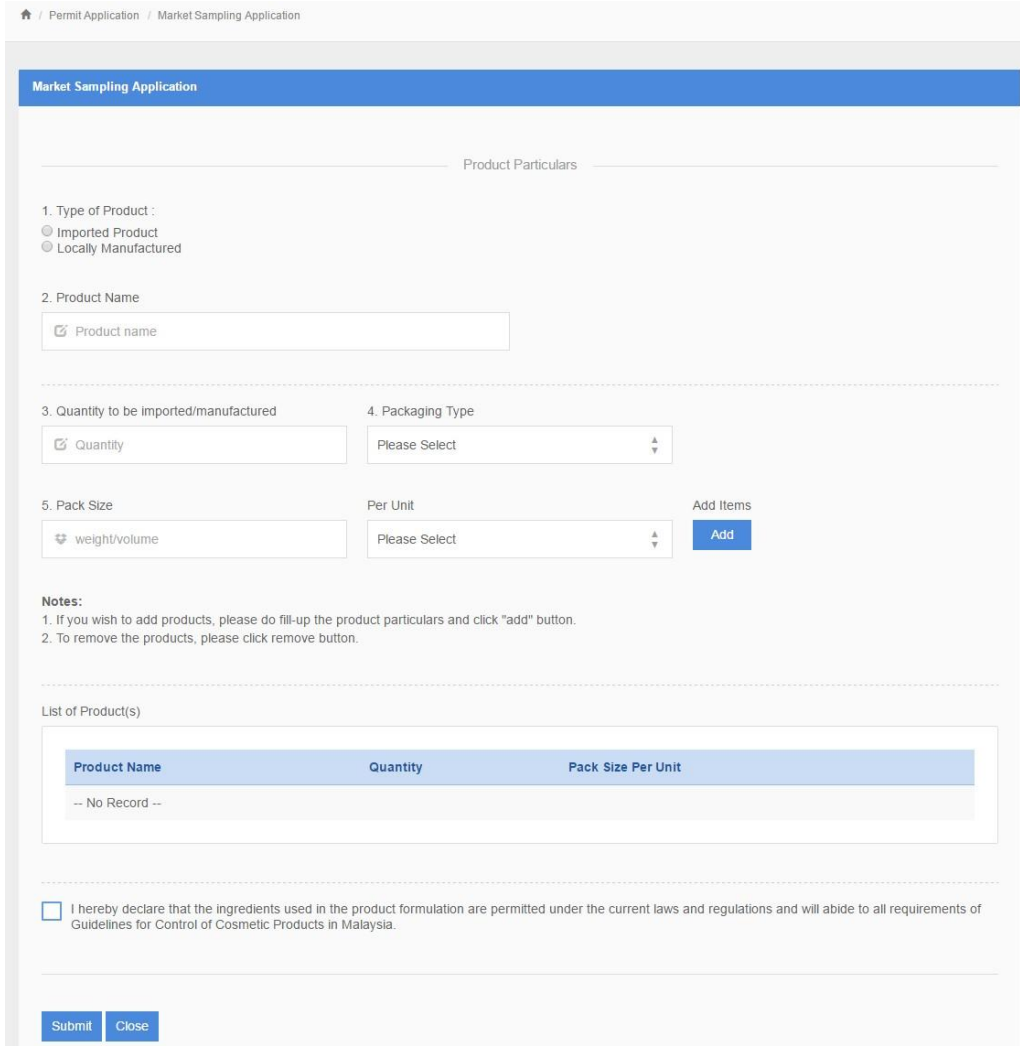
1. After user proceeds with the payment, user may refer to CFS Application Status for their CFS Status.

#	SCREENSHOTS / EXPLANATION
2.3	PAYMENT
	
EX 7	<p>Explanation: Click Certificate of Free Sale > Payment</p> <ol style="list-style-type: none"> All pending payment will be listed on this pages .User can proceed to pay all pending product by tick on select field and click "Next" button.

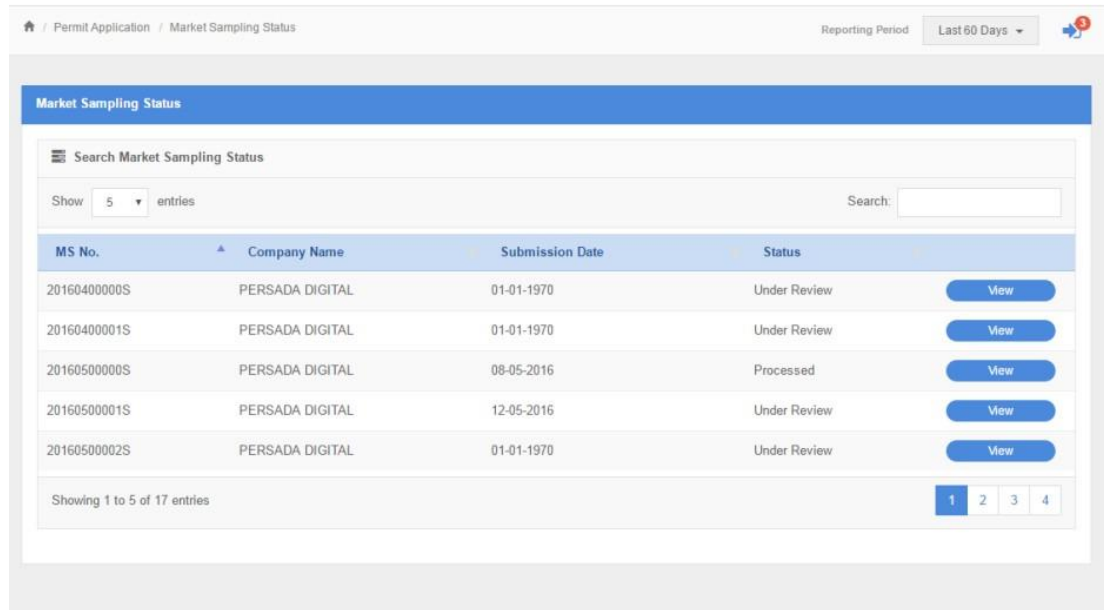
#	SCREENSHOTS / EXPLANATION
2.4	<p>PAYMENT HISTORY</p> 

	<p>Home / Cosmetic Notification / Payment Voucher</p> <p>Printable Payment Receipt</p> <div style="text-align: center;">  KERAJAAN MALAYSIA KEMENTERIAN KESIHATAN MALAYSIA / BIRO PENGAWALAN FARMASEUTIKAL KEBANGSAAN RESIT RASMI ASAL </div> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Maklumat Pembayar:</p> <p>Diterima daripada: PERSADA DIGITAL No. Daftar Perniagaan: 888000 Alamat: alamat baru nama jalan 43100 HULU LANGAT SELANGOR MALAYSIA</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Maklumat Pembayaran:</p> <p>No. Resit: BPFK16062305525 Tarikh Bayaran: 23-06-2016 Masa Bayaran: 02:02 AM Kaedah Bayaran: CC Bank: N/A No. Ruj. Transaksi: 1100000226</p> </td> </tr> </table> <p>Butiran Bayaran Terperinci</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bil.</th> <th>Keterangan Bayaran/Transaksi</th> <th>No. Dokumen</th> <th>Kod</th> <th>Kuantiti</th> <th>Amaun seunit (RM)</th> <th>Amaun (RM)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>16001507</td> <td></td> <td>2</td> <td>53</td> <td>159.00</td> </tr> <tr> <td>2</td> <td></td> <td>16001507</td> <td></td> <td>2</td> <td>53</td> <td>159.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>159.00</td> </tr> </tbody> </table> <p>Ringgit Malaysia : SATU RATUS LIMA PULUH SEMBILAN SAHAJA</p> <p>Pusat Terimaan ID Agensi : BIRO PENGAWALAN FARMASEUTIKAL KEBANGSAAN : SE00024303</p> <p style="text-align: center;">Ini adalah cetakan komputer dan tidak perlu ditandatangani Sila cetak dan simpan resit ini sebagai rujukan. No. Kelulusan Perbendaharaan: KK/BSKK/10/600-2/1/2(38)</p> <p>Payment History Print Receipt</p>	<p>Maklumat Pembayar:</p> <p>Diterima daripada: PERSADA DIGITAL No. Daftar Perniagaan: 888000 Alamat: alamat baru nama jalan 43100 HULU LANGAT SELANGOR MALAYSIA</p>	<p>Maklumat Pembayaran:</p> <p>No. Resit: BPFK16062305525 Tarikh Bayaran: 23-06-2016 Masa Bayaran: 02:02 AM Kaedah Bayaran: CC Bank: N/A No. Ruj. Transaksi: 1100000226</p>	Bil.	Keterangan Bayaran/Transaksi	No. Dokumen	Kod	Kuantiti	Amaun seunit (RM)	Amaun (RM)	1		16001507		2	53	159.00	2		16001507		2	53	159.00							159.00
<p>Maklumat Pembayar:</p> <p>Diterima daripada: PERSADA DIGITAL No. Daftar Perniagaan: 888000 Alamat: alamat baru nama jalan 43100 HULU LANGAT SELANGOR MALAYSIA</p>	<p>Maklumat Pembayaran:</p> <p>No. Resit: BPFK16062305525 Tarikh Bayaran: 23-06-2016 Masa Bayaran: 02:02 AM Kaedah Bayaran: CC Bank: N/A No. Ruj. Transaksi: 1100000226</p>																														
Bil.	Keterangan Bayaran/Transaksi	No. Dokumen	Kod	Kuantiti	Amaun seunit (RM)	Amaun (RM)																									
1		16001507		2	53	159.00																									
2		16001507		2	53	159.00																									
						159.00																									
<p>EX7</p>	<p>Explanation: Click Certificate of Free Sale > Payment History</p> <p>1. User may refer to the Payment History List to get payment voucher and payment receipt.</p>																														

3.0 PERMIT APPLICATION

#	SCREENSHOTS / EXPLANATION								
3.1	MARKET SAMPLING								
FG7	<p>MARKET SAMPLING - APPLICATION</p>  <p>The screenshot shows a web application interface for 'Market Sampling Application'. At the top, there is a breadcrumb trail: 'Home / Permit Application / Market Sampling Application'. Below this is a blue header bar with the text 'Market Sampling Application'. The main content area is titled 'Product Particulars' and contains several form fields:</p> <ul style="list-style-type: none"> 1. Type of Product: Two radio buttons: 'Imported Product' (selected) and 'Locally Manufactured'. 2. Product Name: A text input field with a 'Product name' placeholder. 3. Quantity to be imported/manufactured: A text input field with a 'Quantity' placeholder. 4. Packaging Type: A dropdown menu with 'Please Select' as the current selection. 5. Pack Size: A text input field with a 'weight/volume' placeholder. Per Unit: A dropdown menu with 'Please Select' as the current selection. Add Items: A blue button labeled 'Add'. <p>Below the form fields, there is a 'Notes' section with two instructions:</p> <ol style="list-style-type: none"> If you wish to add products, please do fill-up the product particulars and click "add" button. To remove the products, please click remove button. <p>Underneath the notes is a section titled 'List of Product(s)' containing a table with the following structure:</p> <table border="1"> <thead> <tr> <th>Product Name</th> <th>Quantity</th> <th>Pack Size</th> <th>Per Unit</th> </tr> </thead> <tbody> <tr> <td colspan="4">-- No Record --</td> </tr> </tbody> </table> <p>At the bottom of the form, there is a declaration checkbox: 'I hereby declare that the ingredients used in the product formulation are permitted under the current laws and regulations and will abide to all requirements of Guidelines for Control of Cosmetic Products in Malaysia.' Below the declaration are two buttons: 'Submit' and 'Close'.</p>	Product Name	Quantity	Pack Size	Per Unit	-- No Record --			
Product Name	Quantity	Pack Size	Per Unit						
-- No Record --									

MARKET SAMPLING – STATUS



The screenshot shows a web application interface for 'Market Sampling Status'. At the top, there is a breadcrumb trail: 'Home / Permit Application / Market Sampling Status'. To the right, there is a 'Reporting Period' dropdown set to 'Last 60 Days' and a notification icon with the number '3'. Below this is a blue header bar with the text 'Market Sampling Status'. Underneath is a search bar with the placeholder text 'Search Market Sampling Status' and a search input field. Below the search bar, there is a 'Show 5 entries' dropdown and a 'Showing 1 to 5 of 17 entries' indicator. The main content is a table with the following columns: 'MS No.', 'Company Name', 'Submission Date', and 'Status'. Each row has a 'View' button to its right. The table contains five rows of data:

MS No.	Company Name	Submission Date	Status
20160400000S	PERSADA DIGITAL	01-01-1970	Under Review
20160400001S	PERSADA DIGITAL	01-01-1970	Under Review
20160500000S	PERSADA DIGITAL	08-05-2016	Processed
20160500001S	PERSADA DIGITAL	12-05-2016	Under Review
20160500002S	PERSADA DIGITAL	01-01-1970	Under Review

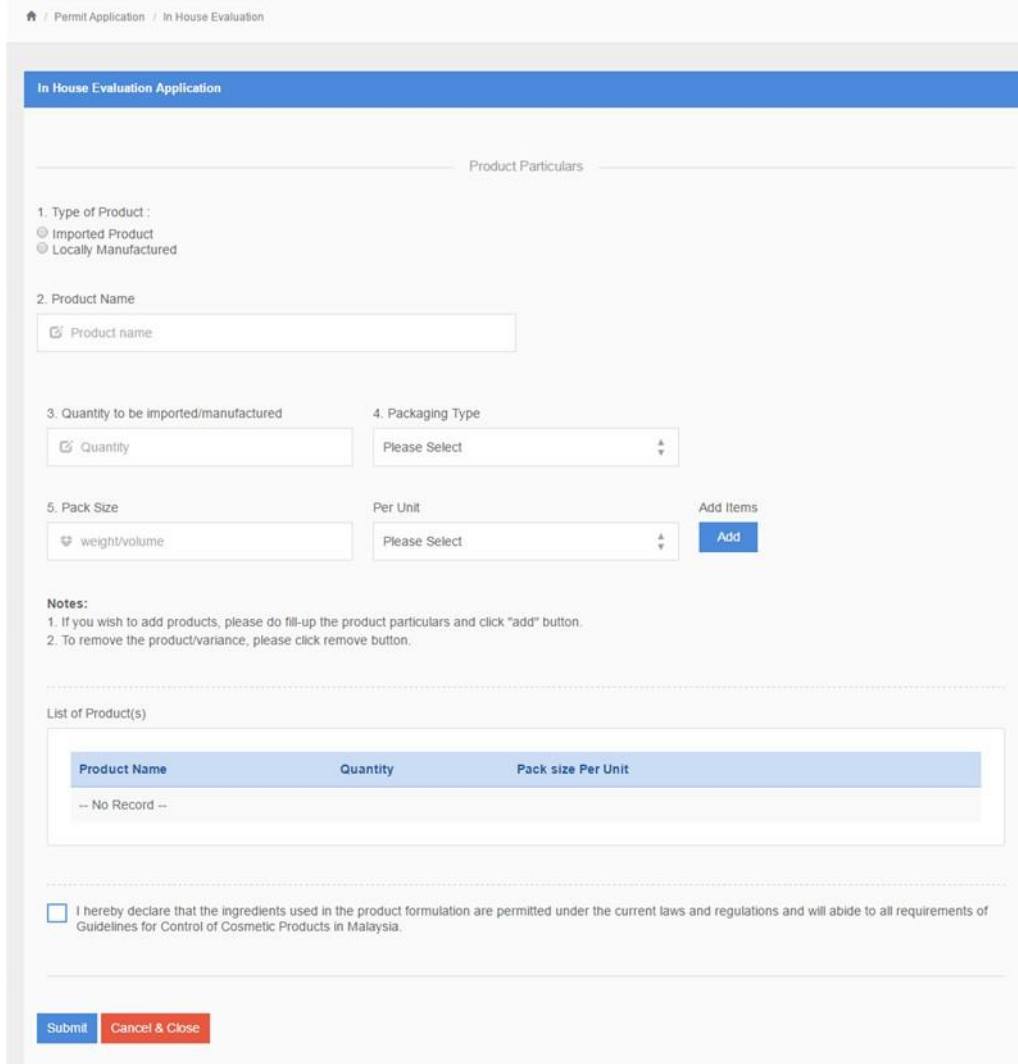
At the bottom right of the table area, there is a pagination control showing '1 2 3 4', with '1' being the active page.

EX7

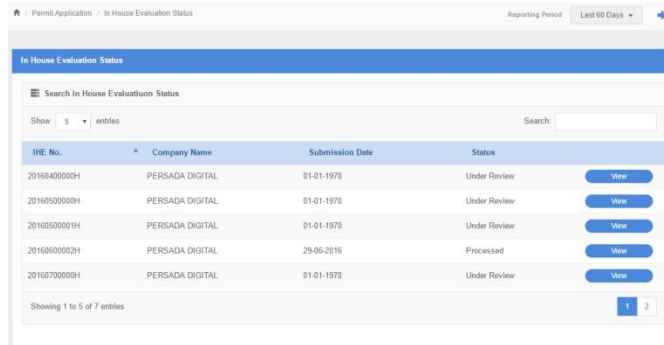
Explanation:

Click Permit Application > **Market Sampling**

1. **User need to fill up Market Sampling Application Form before submission.**
2. **After submit the application, user may refer to Market Sampling Status for review.**

#	SCREENSHOTS / EXPLANATION
3.2	IN-HOUSE EVALUATION
	IN-HOUSE EVALUATION – APPLICATION
	 <p>The screenshot shows the 'In House Evaluation Application' form. At the top, there is a breadcrumb trail: Home / Permit Application / In House Evaluation. The main heading is 'In House Evaluation Application'. Below this, the 'Product Particulars' section contains the following fields:</p> <ul style="list-style-type: none"> 1. Type of Product: Radio buttons for 'Imported Product' and 'Locally Manufactured'. 2. Product Name: A text input field with a 'Product name' placeholder. 3. Quantity to be imported/manufactured: A text input field with a 'Quantity' placeholder. 4. Packaging Type: A dropdown menu with 'Please Select' as the current selection. 5. Pack Size: A text input field with a 'weight/volume' placeholder. Per Unit: A dropdown menu with 'Please Select' as the current selection. An 'Add Items' button with an 'Add' sub-button. <p>Below the form fields, there are 'Notes':</p> <ol style="list-style-type: none"> If you wish to add products, please do fill-up the product particulars and click "add" button. To remove the product/variance, please click remove button. <p>A 'List of Product(s)' table is shown below the notes, with columns for 'Product Name', 'Quantity', and 'Pack size Per Unit'. The table currently displays '-- No Record --'.</p> <p>At the bottom of the form, there is a declaration checkbox: 'I hereby declare that the ingredients used in the product formulation are permitted under the current laws and regulations and will abide to all requirements of Guidelines for Control of Cosmetic Products in Malaysia.'</p> <p>Finally, there are two buttons at the bottom: 'Submit' and 'Cancel & Close'.</p>

IN-HOUSE EVALUATION – STATUS



IHE No.	Company Name	Submission Date	Status
2016040000H	PERSADA DIGITAL	01-01-1970	Under Review
2016050000H	PERSADA DIGITAL	01-01-1970	Under Review
2016050001H	PERSADA DIGITAL	01-01-1970	Under Review
2016060002H	PERSADA DIGITAL	29-06-2016	Processed
2016070000H	PERSADA DIGITAL	01-01-1970	Under Review

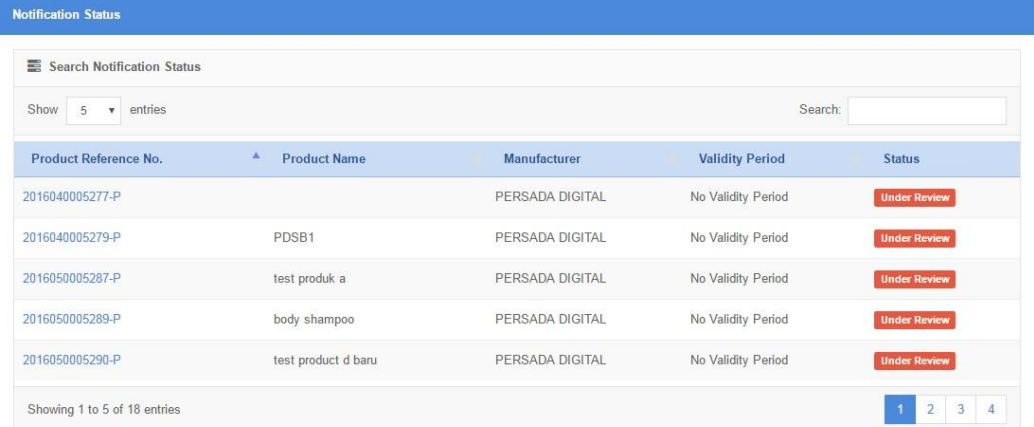
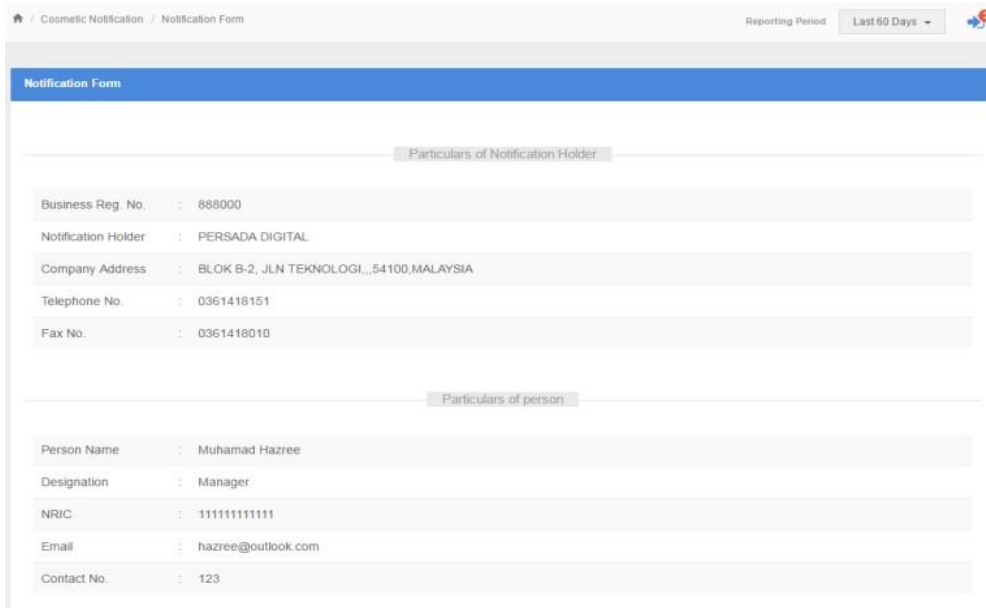
EX

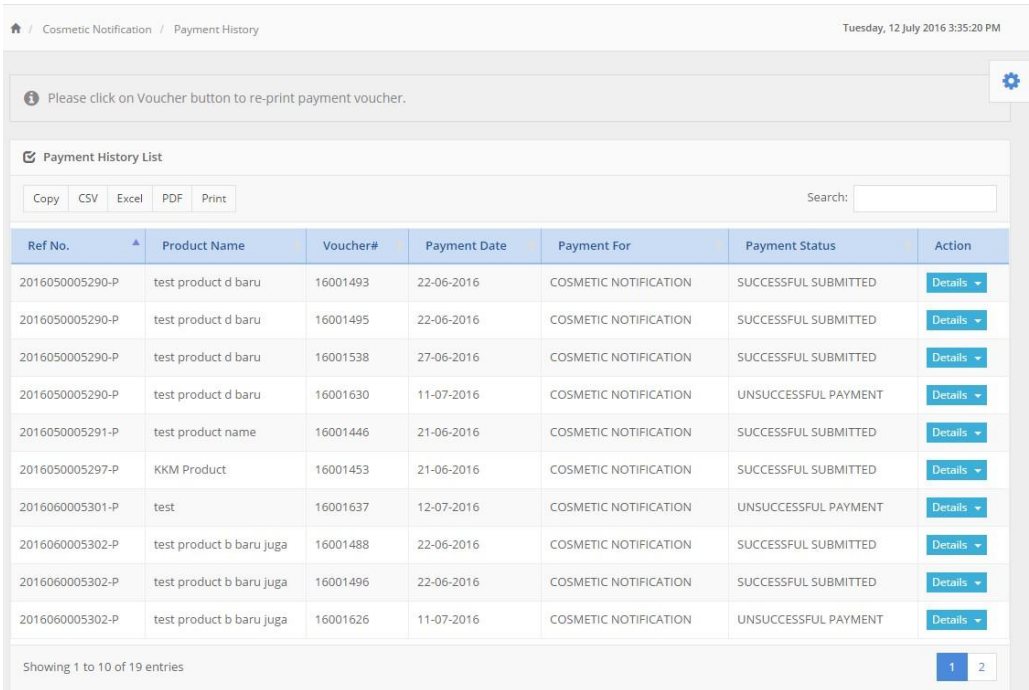
Explanation:

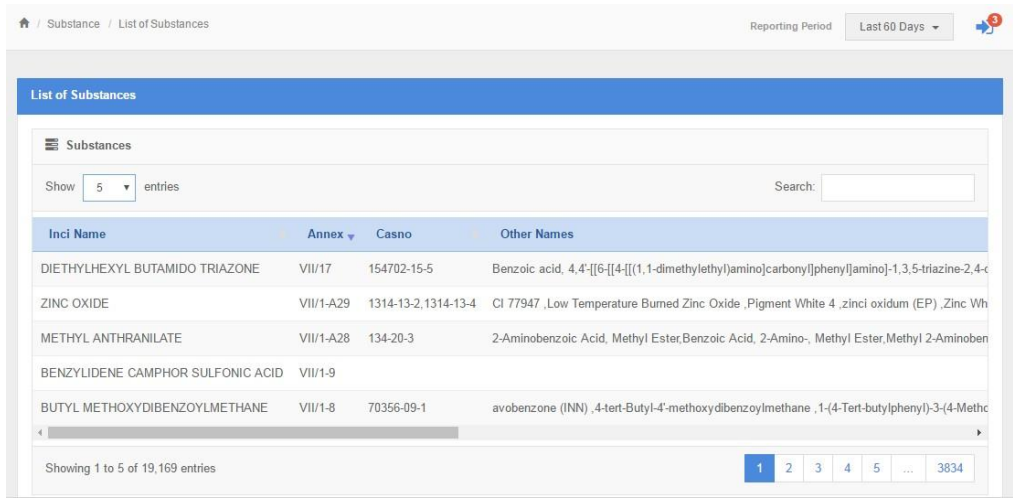
Click In-House Evaluation > **Application & Status**

1. **User need to fill up In-House Application Form before submission.**
2. **After submit the application, user may refer to In House Status for review.**

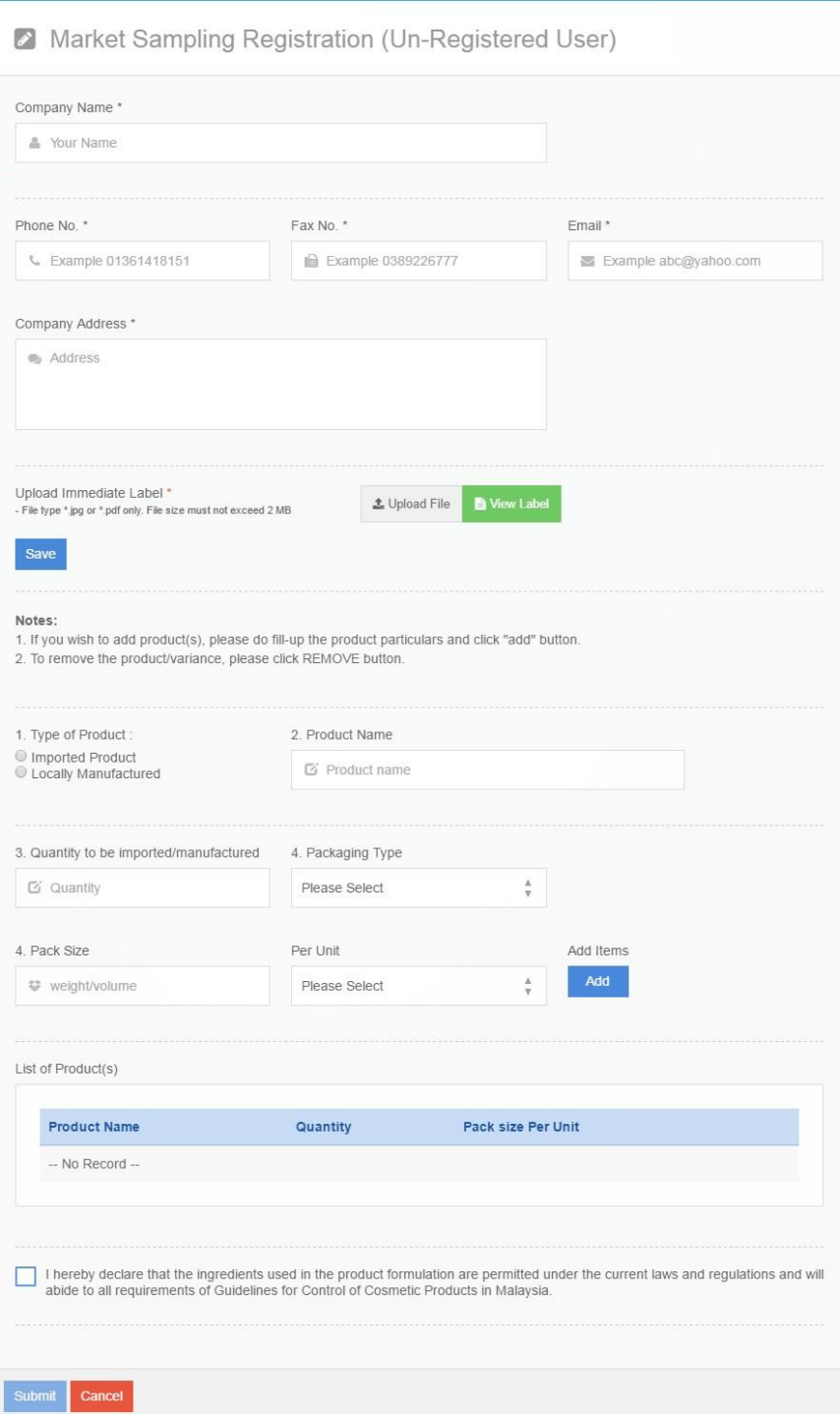
4.0 SEARCH

#	SCREENSHOTS / EXPLANATION
4.1	NOTIFICATION STATUS
FG1	 
EX	<p>Explanation: Click SEARCH > NOTIFICATION STATUS</p> <ol style="list-style-type: none"> 1. User may search any status of cosmetic notification product registered under their company. 2. For view details user can click on reference number in column Product Reference No. 3.Refer FG1 for view Notification Form

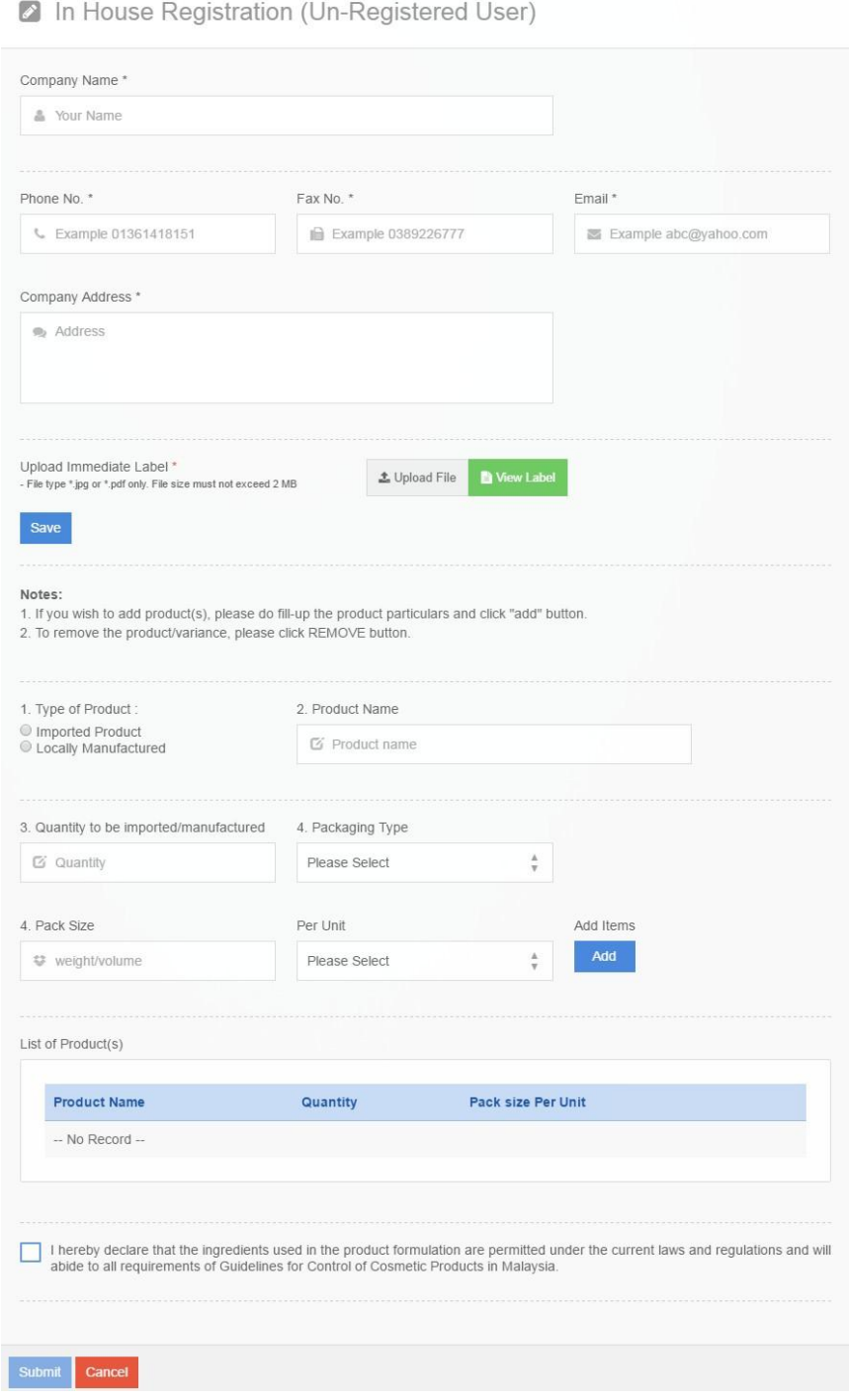
#	SCREENSHOTS / EXPLANATION
4.2	<p>PAYMENT HISTORY</p>
FG1	 <p>Showing 1 to 10 of 19 entries</p>
EX	<p>Explanation:</p> <p>Click SEARCH > PAYMENT HISTORY</p> <ol style="list-style-type: none"> 1. User may search any status of payment. 2. For print payment voucher and payment receipt click on Details button under action column as state on FG1.

#	SCREENSHOTS / EXPLANATION
1.8	COSMETIC SUBSTANCE
FG7	 <p>The screenshot shows the 'List of Substances' page in the Quest3+ application. At the top, there is a breadcrumb trail 'Substance / List of Substances' and a 'Reporting Period' dropdown set to 'Last 60 Days'. Below this is a 'List of Substances' header with a search bar and a 'Show 5 entries' dropdown. The main content is a table with columns: 'Inci Name', 'Annex', 'Casno', and 'Other Names'. The table lists several substances, including Diethylhexyl Butamido Triazone, Zinc Oxide, Methyl Anthranilate, Benzylidene Camphor Sulfonic Acid, and Butyl Methoxydibenzoylmethane. At the bottom, it indicates 'Showing 1 to 5 of 19,169 entries' and a pagination control showing page 1 of 3834.</p>
EX7	<p>Explanation:</p> <p>Click SEARCH > COSMETIC SUBSTANCE</p> <p>1. User may search any cosmetic substance that already in Quest3+ database for their reference.</p>

5.0 MARKET SAMPLING FOR NON QUEST 3+ MEMBER ONLY

#	SCREENSHOTS / EXPLANATION						
FG1	 <p>Market Sampling Registration (Un-Registered User)</p> <p>Company Name *</p> <p>Phone No. * Fax No. * Email *</p> <p>Company Address *</p> <p>Upload Immediate Label * - File type *.jpg or *.pdf only. File size must not exceed 2 MB</p> <p>Save</p> <p>Notes:</p> <ol style="list-style-type: none"> If you wish to add product(s), please do fill-up the product particulars and click "add" button. To remove the product/variance, please click REMOVE button. <p>1. Type of Product : 2. Product Name</p> <p>3. Quantity to be imported/manufactured 4. Packaging Type</p> <p>4. Pack Size Per Unit Add Items</p> <p>List of Product(s)</p> <table border="1"> <thead> <tr> <th>Product Name</th> <th>Quantity</th> <th>Pack size Per Unit</th> </tr> </thead> <tbody> <tr> <td colspan="3">-- No Record --</td> </tr> </tbody> </table> <p>Submit Cancel</p>	Product Name	Quantity	Pack size Per Unit	-- No Record --		
Product Name	Quantity	Pack size Per Unit					
-- No Record --							
EX	<p>Explanation:</p> <ol style="list-style-type: none"> User may fill-up the Market Sampling Registration by complete the Company details and upload Company Registration Certificate. Click "save" after upload. User need to complete the form before submission. 						

6.0 IN HOUSE EVALUATION FOR NON QUEST 3+ MEMBER ONLY

#	SCREENSHOTS / EXPLANATION						
FG1	 <p>In House Registration (Un-Registered User)</p> <p>Company Name *</p> <p>Phone No. * Fax No. * Email *</p> <p>Company Address *</p> <p>Upload Immediate Label * - File type *.jpg or *.pdf only. File size must not exceed 2 MB</p> <p>Save</p> <p>Notes:</p> <ol style="list-style-type: none"> If you wish to add product(s), please do fill-up the product particulars and click "add" button. To remove the product/variance, please click REMOVE button. <p>1. Type of Product : 2. Product Name</p> <p>3. Quantity to be imported/manufactured 4. Packaging Type</p> <p>4. Pack Size Per Unit Add Items</p> <p>List of Product(s)</p> <table border="1"> <thead> <tr> <th>Product Name</th> <th>Quantity</th> <th>Pack size Per Unit</th> </tr> </thead> <tbody> <tr> <td colspan="3">-- No Record --</td> </tr> </tbody> </table> <p>I hereby declare that the ingredients used in the product formulation are permitted under the current laws and regulations and will abide to all requirements of Guidelines for Control of Cosmetic Products in Malaysia.</p> <p>Submit Cancel</p>	Product Name	Quantity	Pack size Per Unit	-- No Record --		
Product Name	Quantity	Pack size Per Unit					
-- No Record --							
EX	<p>Explanation:</p> <ol style="list-style-type: none"> User may fill-up the In House Registration by complete the Company details and upload Company Registration Certificate. Click "save" after upload. User need to complete the form before submission. 						